



**State of Washington  
Department of Corrections  
Community Partnership Opportunity**

---

## **LOCAL FAMILY COUNCIL GUIDELINES**

Local Family Council (LFC) has a limit of 10 members, not including staff.

Local Family Council members exist to provide council to the Administration on contemplated changes, family communication struggles, or perceived visiting concerns. They are not here to represent individual issues affecting their loved one.

Benefits of being a Local Family Council member is to assist with offenders' reintegration with their support system.

LFC members have badges and whenever they wear this badge, they have extended privileges.

These privileges include:

- Council members have permission to interact with other guests in the visiting when they are on "duty". These brief interactions are only for the purpose of doing LFC business and not to engage in general visiting.
- LFC members will understand general understanding of institutions operational practices so others can be educated.
- LFC members may come into the institution ½ hour prior to the onset of visits to orient new visitors.
- LFC members can assist visitors with the visiting process.
- LFC members can assist visitors with the EFV process.
- LFC members will have clearance to check the visiting family advisory boxes for mail.

All visitor requirements need to be modeled at all times with the exception of those listed above when visiting in the capacity of the Local Family Council member. The offender visited by a committee member will never be treated differently than another offender due to their visitor's association with the committee.

### ***FOR MORE INFORMATION:***

Sharon Howell, Corrections Specialist  
Airway Heights Corrections Center  
Community Partnership Program  
P.O. Box 1899  
Airway Heights, WA 99001  
(509) 244-6752  
sahowell@doc1.wa.gov